



**MARK B. BUSBY**  
Clerk of Court

**San Francisco Division**  
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San Francisco, CA 94102

**Oakland Division**  
1301 Clay Street  
Oakland, CA 94612

**San Jose Division**  
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San Jose, CA 95113

**Eureka-McKinleyville Division**  
3140 Boeing Avenue  
McKinleyville, CA 95519

*The United States District Court is  
an equal focus employer.*

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Intake/Docket Clerk (FY24-10)

Classification Level: CL 25

Salary Range: \$56,524-\$91,899; Depending upon Experience and Qualifications

Location: San Francisco, CA

**Apply by December 29, 2023, for priority consideration.** Position open until filled.

Whether launching or continuing a career in public service, the U.S. District Court is a great place to work with competitive salaries and benefits, a work schedule that promotes a work-life balance, access to a fitness center, and the opportunity to work with colleagues committed to fulfilling the important mission of administering justice in an efficient and effective manner. This position offers an excellent opportunity to advance a career in Federal court service.

### POSITION OVERVIEW

Intake Clerks are responsible for helping customers at the front desk and telephone callers to the main line. They assign judges to new attorney case openings, reassign cases, and assign judges for newly filed criminal proceedings. The Intake Clerk is the main cashier for the office. Docket Clerks perform various functions and are responsible for docketing, maintaining and processing case information, and managing the progression of cases to final disposition, in accordance with approved internal controls, procedures, and rules. Docket Clerks at this level are fully proficient at managing the progression of cases to final disposition. They are responsible for noticing, managing the progression of cases, maintaining official case records, monitoring the completion of required procedural steps, reviewing filed documents to determine conformity and taking appropriate action, ensuring that all orders and automated entries are appropriately and accurately docketed, and making summary entries on the docket of all documents and proceedings.

- Make summary entries of documents and proceedings. Receive and docket terminating document. Perform quality control on chambers and attorney-docketed entries. Prepare and distribute clerk's notices and deficiency notices. Set schedules for briefing and record preparation.
- Accept, review and process documents. Review filed documents to determine conformity and take appropriate action and follow up with rules, practices and filing requirements. Prepare correspondence regarding file inquiries, docket sheets, and other file request information. Check for prior or prohibited filing. Monitor for release of exhibits and sealed documents. Verify and issue summons.
- Process notices of appeals, and appeal-related documents. Process opinions and close appeals.
- Perform criminal and civil docketing making summary entries on all documents and proceedings.
- Provide information to public, bar, and the court.
- Transmit records to appropriate court. Ensure event codes are entered accurately.
- Operate a variety of copying and records equipment. Answer and route incoming calls.

- Provide basic information to public, bar, and the court.
- Provides case opening, cashiering, and other assistance as needed to the Intake Unit.
- Perform other duties as assigned.

## QUALIFICATIONS

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### Minimum Qualifications:

The successful applicant must have two years specialized experience, including at least one year specialized experience at or equivalent to CL-24. For placement at salary levels above minimum up to and including step 25, (considering court-preferred skills and an evaluation of quality of experience), the successful applicant must have at least two years specialized experience equivalent to work at CL-24. **Specialized Experience** is progressively responsible clerical experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

### Preferred Qualifications

- Ability to communicate effectively with a variety of people with a positive, upbeat manner.
- Ability to do detail-oriented work with limited supervision.
- Experience which reflects the ability to work under pressure and deal with change.
- Demonstrable ability to successfully manage multiple competing priorities.
- Knowledge of and skill in working with databases and other typical office software programs.
- Proven analytical reasoning skills and sound judgment.
- Prior federal court experience.
- Excellent verbal and written communications skills.
- Excellent organization and time management skills.
- Excellent spelling, grammar, and proofreading skills.
- Cashiering experience.
- Bachelor's Degree

## COMPENSATION AND BENEFITS

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Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Court Personnel System (CPS). Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits. The Court values a healthy work life balance and offers flexible work schedules and opportunities for telework.

## INFORMATION FOR APPLICANTS

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Must be a U.S. citizen or permanent resident in the process of applying for citizenship. The successful candidate for this position is subject to a FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), must adhere to a [code of conduct](#), and must arrange for direct deposit of federal wages. Travel expenses for interviews or relocations are not available. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement without prior written or other notice.

### Equal Focused Employer

We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in

terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

The court provides reasonable accommodation to applicants with disabilities. Notify Human Resources at 415-522-2147 to request a reasonable accommodation for any part of the application or hiring process. Human Resources will determine requests on a case-by-case basis.

### **APPLICATION PROCEDURE**

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To apply, complete the online application at [www.governmentjobs.com/careers/uscourtsand](http://www.governmentjobs.com/careers/uscourtsand) and upload a resume and cover letter in Word or PDF format where requested.